



**DISTRIBUTION / POSTING OF
PROMOTIONAL MATERIALS**

REQUEST TO DISPLAY/POST OR STACK MATERIALS

The promotional material and assurance form affirming compliance shall be provided to the district office at the same time.

This request must be submitted to the District office at least **two (2) weeks prior to the requested date(s); late submissions may be denied.**

Date _____, 20____

Name of organization / group

I/We wish to display/post or stack promotional materials on the following dates: (Not to exceed one [1] month.)

Month

Date(s)

Year

There (will) (will not) be a charge for the instruction/activity.

To be posted on District social media page(s)

To be displayed on counters

Copies provided to go home with students

The person who may be contacted, if necessary, about the content of this literature, by the school, parent, or other recipient of information is:

Name _____

Address _____

E-mail address _____

Phone: (cell) _____ (work) _____

I/We hereby assure the school that the organization will:

- A. Agree that any charges for the instruction/activities will be based on and not exceed the cost of providing the instruction/activities;
- B. Not use fighting words, obscenities, defamatory speech or encourage disruption of the educational environment;
- C. Not provide representations or visuals that are inappropriate as described in The Children's Internet Protection Act;
- D. Remove the material on a date certain not more than one (1) month after it has been displayed/posted/stacked or five (5) days after the activity begins, whichever is earlier;
- E. Label all material with the name of the sponsoring organization;
- F. Provide the name, address and telephone number of the local representative for the organization prominently on the promotional material;
- G. Have an authorized representative of the organization sign the written assurances.

Signature(s) and Title(s) of organization representative(s)

FOR DISTRICT USE ONLY

Approved

Approved with conditions:

Denied or requested alteration for the following reason(s):

Date: _____ Superintendent: _____